



## **Idaho Community Foundation:** **Making Donations to the i-STEM Fund**

### **Online Donations:**

1. Open your internet browser and go to <http://www.idcomfdn.org>.
2. On the left side of the ICF homepage hover your mouse over the link that reads “Donate now!” and click on “Donate to the Fund of Your Choice.”
3. Type your information into the name and address fields at the top portion of the page.
4. Use the drop-down menu beneath the name and address fields to select the i-STEM Fund as the fund to which you’d like to donate.
5. Beneath the fund selection drop-down menu check the box that reads “Check here to approve your Donate to Fund selection.”
6. Enter the amount that you wish to donate into the contribution field (note: only enter the number, no \$ symbol is necessary).
7. In the special notes field, please include the name of the fund again and add any special instructions you may have (ex: request for anonymity, recurring payments, etc.).
  - **NOTE:** If you’d like to set up automatic payments to a fund, please contact Zach Mars, who can help you establish the payment plan that works best for you (monthly, quarterly, etc). He can be reached at (208) 342-3535 or [zmars@idcomfdn.org](mailto:zmars@idcomfdn.org).
8. Enter the security as shown at the bottom left of the page and then click on the submit button.
9. The page that loads contains the payment form.
10. Proceed to enter all of your billing information into the fields provided.
11. At the bottom of the form will be another security code, type the code into the field provided and click the submit button.
12. A receipt for your tax-deductible donation will be mailed to you within 14 business days. The receipt will list the fund to which the donation was made.

### **Donations by Mail (check):**

1. Write a check made payable to the i-STEM Fund.
2. If you’d like the donation to be anonymous, or have any other special instructions (ex: in memory/honor of someone, etc) please note that either on the check or in an attached note.
3. Mail to the Idaho Community Foundation at PO Box 8143, Boise, ID 83702, or our street address at 210 W State Street, Boise, ID 83702.
4. A receipt for your tax-deductible donation will be mailed to you within 14 business days of ICF receiving the donation. The receipt will list the fund to which the donation was made.